

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

November 1, 2017 at 10:00 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Gary Mekjian, MML

Don Disselkoen, MAC – **Vice-Chair**
Jonathan Start, MTPA/KATS – **Chair**

Support Staff Present:

Rob Balmes, MDOT
Tim Colling, MTU, via Telephone
Josh Ross, DTMB/CSS

Roger Belknap, MDOT, via Telephone
Polly Kent, MDOT
Gloria Strong, MDOT

Members Absent:

Rob Surber, DTMB/CSS

Public Present:

Charlie Jarvis, MDOT Graphics Design
Michelle Myers, MDOT

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:06 a.m.

2. Changes or Additions to the Agenda (Action Item as needed):

None; D. Disselkoen made a motion to accept the agenda as is; G. Mekjian seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Correspondence and Announcements – J. Start:

4.1. – TAMC members and support staff will have photos taken today at 1:00 p.m. In order to allow additional time for this, ACE Committee will adjourn by 11:30 a.m. today.

5. Consent Agenda:

5.1. - Approval of the September 6, 2017 Meeting Minutes (Action Item)

D. Disselkoen made a motion to approve the meeting minutes of September 6, 2017; D. Bradshaw seconded the motion. The motion was approved by all members present with a minor correction to the May 2, 2018 due date for the TAMC Annual Report.

5.2. – Approval of the 2018 ACE Committee Meeting Schedule (Action Item)

D. Bradshaw made a motion to approve the 2018 ACE Committee Meeting schedule; D. Disselkoen seconded the motion. The motion was approved by all members present.

6. Review and Discussion Items:

6.1. – 2017 TAMC Annual Report Development – P. Kent/C. Jarvis/M. Myers

TAMC support staff has started the process of creating the next TAMC Annual Report. Charlie Jarvis, an MDOT Graphics Division artist, created a draft of the newly formatted 2017 TAMC Annual Report and it was shared with the committee. The report is half the size of the annual reports that were completed in the past. The format and font has been changed so that the same amount of information can be placed in the report at the smaller size. D. Jennett has created a draft Table of Contents that he shared with the Council. TAMC ACE Committee was very receptive to the proposed new look for the report, as well as drafted Table of Contents. The committee would like the report limited to no more than 45 pages. The last report was 39 pages. Because the font will be smaller it is felt that limiting the report to 45 pages will not be a problem. The committee liked the Table of Contents and the proposed new chapters. It was requested that the environmental data be reviewed before making a final decision on placing it in the report. The link to the dashboards and the Website was suggested to be added to the report cover. For the PASER colored graphics, MDOT Graphics Division has modified the colors just slightly to meet the Adults with Disabilities Act (ADA) requirements. Discussions of ADA rules for printed materials (for people that are visually impaired or color blind) was eye-opening for some members and is prompting some reconsideration of the colors used on the TAMC dashboards, TAMC Website, TAMC IRT, and other related agencies, such as the Geographic Information System (GIS) Framework Users Group. The committee feels that it is a good idea that the colors used by TAMC and associated agencies are ADA compliant and uniform across the board. CSS has already made the new IRT applications compliant. Support staff will work with TAMC ACE Committee on the report and complete a draft report that they will bring to full Council for consideration. With the smaller size, the report will be more cost efficient. MDOT Photography Unit has been taking photos to be included in the report. The report is a print and an on-line document. It will be discussed at a future meeting if there is a need to continue doing an Executive Summary of the report. Since the new report is so small, an Executive Summary may not be necessary. However, for now, C. Jarvis has left the Executive Summary 8 ½ X 11 and it is approximately 8 pages.

6.2. – 2018 TAMC Asset Management Conferences and Partnerships (Scheduling prior to APWA) – J. Start/G. Mekjian

It was suggested that TAMC partner with the American Public Works Association (APWA) and other agencies and host a joint conference. Both TAMC and APWA draw many attendees from the same organizations. APWA likes to hold their conference at the Grand Traverse Resort and Spa. The APWA conference will be held May 23 and 24, 2018. APWA is very interested in making this happen. The ACE Committee suggested that TAMC hold their conference at the same location the day prior or after APWA for 2018 instead of jointly. Possibly for 2019, APWA and TAMC can hold a joint conference. G. Mekjian will schedule a teleconference between G. Strong and Tracy Spencer, who handles the logistics for APWA, to discuss the details on how this can be done. It is anticipated that the co-located conferences will bring greater attention and attendance to both the APWA and TAMC conferences.

Action Item: Hold a teleconference between G. Strong and T. Spencer to collaborate on TAMC doing their 2018 Spring Conference the day prior to the APWA Conference, May 2018, Grand Traverse Resort and Spa.

6.3. – TAMC Representations at Other 2018 Conferences – J. Start

Support staff will create an updated listing of the 2018 conferences and share with Council members the dates and locations so that Council members can review and select conferences that work best for them to attend on behalf of TAMC. R. Belknap feels that booths are more helpful and easier than support staff doing presentations. An initial list of conferences was provided. Support staff would like the Council to send them information about any other conferences that they feel need to be added to the list, such as the Transportation Bonanza in February, Michigan Transportation Planning Association Conference in July, Michigan Association of Planners Conference, and the County Road Association Conference in March. Support staff will then update the list and provide a copy to the full Council for their review and scheduling.

Action Item: Council members to send support staff information on any conferences that TAMC may want to attend.

Action Item: Support staff to create an updated listing of 2018 conferences and provide to Council members for their review and select conferences that work best for them to attend on behalf of TAMC.

6.4. Distribution of the New Data Collection Policy – J. Start

In order to assure people are aware of the new data collection policy, a news release featuring the new policy will be done, sent out via e-Gov Delivery, and it will be discussed at the upcoming Regional Coordinators Teleconferences. MTU will distribute the policy at their training sessions and Council members will be asked to distribute the policy to their coordinating agencies. The new policy is already out on the new TAMC Website and has been emailed out to the regions.

Action Item: Support staff will send out information on the new data collection policy via e-Gov Delivery and a news release. R. Belknap will also discuss this at the upcoming Regional Coordinators Teleconferences.

Action Item: Council members are asked to distribute the new policy to their coordinating agencies.

6.5. – Schedules for the PASER/IRT/Gravel Roads Trainings – T. Colling/J. Ross

MTU has completed a draft schedule for their PASER trainings and Gravel Road trainings. T. Colling will send out the dates, times, and locations as soon as they have been officially printed. T. Colling has had some trouble locking down some of the dates, but he continues to get this resolved. MTU is also looking at scheduling the training dates a couple of years in advance. The ACE Committee supports the advanced scheduling as this will help with not scheduling on the same dates as other conferences and trainings.

CSS has started scheduling the 2018 IRT training sessions. They are scheduling five Webinars and five on-site trainings. They will be held in Marquette, Bay City, Traverse City/St. Ignace, Howell, Kalamazoo, and the Southeast Michigan Council of Governments (SEMCOG) region during the months of December 2017 – April 2018. Regions want to do the training before they go out and do field collection, so the Webinars will be done before early spring. The ACE Committee suggested that the trainings be more focused on the Lower Peninsula, such as Kalamazoo, Jackson, Bay City and the SEMCOG region. CSS has booked three of the Webinars and has left two dates open. They are holding off on scheduling the last two trainings to catch any problems that the regions are noticing and they can be addressed in the last two Webinars. J. Ross will send the finalized schedule to R. Belknap as soon as possible.

Both the MTU and CSS training dates will be compiled and distributed to the Council members to select dates that will work with their schedules to attend trainings to represent TAMC.

The Local Transportation Assistance Program (LTAP) at MTU is going being revised by the Federal Highway Administration (FHWA). FHWA plans to have just one national center instead of seven spread out over the country. T. Colling believes there will continue to be an LTAP program because it is in the transportation authorization bill. One of the positive things is that they could be doing more asset management work. The program is broadly defined in the transportation bill and FHWA makes the rules. They can state what they want the LTAP programs to do. He has a concern that they are going away from the state and local agencies and should be considering these two because they are the biggest partners. Both the County Road Association and MDOT Director Kirk Steudle have written letters to the FHWA-Michigan Division but neither has received a response.

Action Item: MTU will provide the finalized PASER training schedule to R. Belknap.

Action Item: CSS will provide the finalized IRT training schedules to R. Belknap.

Action Item: Support staff will consolidate the training schedules from CSS and MTU and provide to Council members to select dates that will work with their schedules to attend trainings on behalf of TAMC.

7. Member Comments:

It was suggested that the agendas for full Council, as well as the committees, be shortened and revised to eliminate redundant items and allow more time to address more critical issues.

Action Item: TAMC support staff will work with J. Johnson on shortening the agenda.

8. Public Comments:

None

9. Adjournment:

The meeting adjourned at 11:11 a.m.. The next meeting will be held December 6, 2017 at 10:00 a.m., 2700 Port Lansing Road, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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